

PROCEDURE FOR THE ADOPTION AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS

INTRODUCTION

The procedures detailed in IIAA/IIAAA outline the steps for the selection, adoption and reconsideration of instructional materials.

I. PHILOSOPHY OF INSTRUCTIONAL MATERIALS SELECTION

The philosophy of the Lake Washington School district, as explained in IIAA/IIAAA shall be followed in the selection, adoption and purchase of all materials which will be used with all students. The policy and procedures will be reviewed by curriculum committees as they begin working, the instructional materials committee on a regular basis, and any others responsible for the selection and/or purchase of instructional materials.

II INFORMATIONAL SESSIONS

The Administrator of Curriculum will be responsible for conducting one informational session annually on the Instructional Materials Policy. This session will be for the purpose of informing both staff and the public on the Instructional Materials Policy and processes contained therein. People who might be interested in serving on the Instructional Materials Committee or on Reconsideration committees are encouraged to attend.

III. INSTRUCTIONAL MATERIALS COMMITTEE

A. FUNCTION

The function of this committee is to follow established processes which are to be used in the examining and evaluating of materials which require action by the Lake Washington School District Board of Directors and present those recommendations to the superintendent who in turn presents them to the board. In specific instances, the Instructional Materials Committee may grant requests to modify the selection process when, in its judgment, students would be better served by so doing and if the intent of the law and board policy are fulfilled.

B. MEMBERSHIP

The Instructional Materials Committee will be appointed with the provisions of RCW 28.A.58.103. Membership of the committee shall be approved on or by October 1 by the Lake Washington School District Board of Directors and shall consist of the following positions.

PERMANENT COMMITTEE MEMBERS

Administrator of Curriculum
Administrators (2) appointed by the Superintendent

APPOINTED COMMITTEE MEMBERS

1 Elementary Librarian
1 Junior High Librarian
1 Senior High Librarian
1 High School Principal
1 Junior High Principal
1 Elementary Principal
2 Senior High Teachers
2 Junior High Teachers
1 Intermediate Level Teacher
1 Primary Level Teacher
1 Community Representative from each district director area.
1 Student Representative from each high school

Each member of the committee is entitled to a vote.

C. SELECTION OF STAFF MEMBERS

The chairperson of the IMC (the Administrator of Curriculum) shall advertise any opening occurring on the IMC in the spring for the upcoming school year. This advertisement shall include the role and expectations of IMC members and be sent to staff groups within the school district. The IMC Chair shall encourage applications and select members based upon school geographical location, content balance and minority representation, as well as willingness to serve as indicated by a letter of interest. The IMC chair shall submit the names of persons nominated to the superintendent, who is responsible for the formal selection of committee members.

D. SELECTION OF VOLUNTEER MEMBERS

The volunteer community members shall be chosen as representatives from each director district. Student members shall be chosen as representatives from each high school attendance area of the district.

The superintendent, who is responsible for the formal selection of committee members, shall contact the board member of the respective attendance area to receive nominations for committee members.

E. TERM OF OFFICE

The Administrator of Curriculum and administrative designees are permanent positions. The appointed members will each serve for up to three-year terms. The student members may serve for up to two years.

F. TRAINING SESSION

A training session will be conducted for all new members prior to their beginning service on the IMC.

G. MEETINGS

Regular meetings of the committee will be held in the months of October, November, January, March, May and June. Additional meetings may be called by the chairperson of the committee. A simple majority shall constitute a quorum.

H. VACANCIES, REPLACEMENTS

If a member misses two consecutive meetings, the Chair of the IMC has the option of replacing that person. If a person is unable to fulfill a term of office a replacement will be sought and will be appointed to fill the remainder of that term.

IV. CLASSIFICATION/DEFINITION OF INSTRUCTIONAL MATERIALS

A. MAJOR COURSE ADOPTION

Those texts designed for use by students as principle learning resources in meeting the goals and objectives of a district-wide course or curricular area shall be considered major course adoptions.

A text is defined as any source of learning including but not limited to books, magazines, computer software, films, filmstrips, instructional manuals, novels, video or electronic devices. To qualify as a major course adoption the recommendation of the selection must be made by a group representing all educators in the district who teach that course or are teaching in that curricular area. Appendix A must be submitted to the IMC.

B. OTHER TEXTS

Other texts are those texts designated to meet the basic goals and objectives of an individual course offering or which are purchased to expand, support or enrich the major adoption. The recommendation of the selection of these texts would be made by the teacher/department chairperson. Appendix A with building principal's signature indicating approval will be submitted to the IMC.

If four or fewer copies of a text are purchased per school, they need not be submitted to the IMC. Final responsibility for the purchase of texts shall rest with the building principal.

Appendix F should be filed with the building principal for any free and/or sponsored materials, instructional materials or guest speakers that could be viewed as sensitive or controversial.

C. LIBRARY LEARNING RESOURCE MATERIALS

Learning resource materials are those which are accessible through the library/learning resource center in each school. They provide support for any area of the curriculum, information for independent study and sources for enrichment and recreational interests. Selection of those materials will be made by the librarian/resource person, teachers, and/or department chairpersons with the approval of the building principal. The final responsibility in each school rests with the building principal. Such items as books, software, etc. would be identified as learning resource materials. If a patron raises concerns about a book that is in the library, the principal will discuss the concern with the school's librarian and make a decision on the appropriateness of the book for use in the school's library. If the librarian does not agree with the principal's decision, he/she may request that decision be reviewed by the principal's supervisor, the district supervisor of librarians, and the director of curriculum.

D. CURRICULUM OFFICE PURCHASES

Purchases made by the Curriculum Office may be exempt from the IMC process if:

1. there are fewer than 5 copies purchased per building;
2. the materials receive the approval of the building principal;
3. the materials are designated to be accessible through the library/learning resource center.

V. PROCEDURE FOR APPROVAL OF MAJOR COURSE ADOPTIONS OR OTHER TEXTS.

Major course adoption and other texts purchased in quantities of five or more must be reviewed and recommended for approval by the instructional Materials Committee. Approval or disapproval must be based upon district philosophy as established in Section I. Upon approval by the IMC the materials are sent to the superintendent for presentation to the Board of Directors for final district action.

The procedure is as follows:

A. INITIATION OF REQUEST:

1. The district Curriculum committee, teacher, principal or department chairperson must complete the form in Appendix A.
2. The form and 2 copies of the text must be submitted to the Administrator of Curriculum (IMC chairperson) 15 school days prior to a scheduled IMC meeting.

B. PROCESSING OF REQUEST:

1. The petitioner may attend and speak to the issue, if desired, or may be requested by the committee to attend.
2. A minimum of three members must have reviewed or sought expert opinion on the text and submitted their findings to the IMC.
3. Evaluation shall be made according to the criteria identified in Appendix A, form I and II.
4. If the IMC does not have the expertise or access to subject area specialists in a particular field, the chair will refer the material for review to outside specialists whose reviews will be made available to the IMC at the next scheduled meeting.
5. If concern or doubt is expressed by several members of the IMC on a text brought for its consideration, the chair may request a motion to table action on that text until the petitioner and 1 or 2 other subject area specialists or grade level specialists can address the IMC.
6. If the request for adoption is denied, the chair of the IMC shall report the reasons for denial to the petitioner in writing along with an explanation of the appeal process.

7. If the IMC approves a request for material(s) then:
 - a. Approval shall include level designation: elementary, junior high, senior high. Materials may be used at levels above but not below the approved level.
 - b. Materials for special classes (i.e., special ed, or honors programs) may be used at levels other than those approved by special permission of the superintendent or designee.
 - c. Disposition of request:
 1. Approval: Referred to the Board of Directors for action.
 2. Disapproval:
 - a.) A written explanation of the reasons for disapproval shall be made to the petitioner by the chair of the IMC.
 - b.) An appeal procedure may be initiated.
 - c.) The superintendent or designee shall reconvene the IMC to review the petitioner's appeal, which shall include information additional to the original request. The committee shall meet with the petitioner in a public meeting. Testimony and deliberations shall be held publicly. If the IMC denies the appeal it shall:
 - 1.) report its findings in writing to the petitioner and
 - 2.) assist the petitioner in finding acceptable materials to use.
 - d.) If the IMC overturns their original ruling, a recommendation for adoption will be sent to the Board of Directors.

VI. PROCEDURE FOR SELECTION AND APPROVAL OF MAJOR COURSE ADOPTIONS

At the beginning of each school year, staff members will be informed as to which curricular areas will be under investigation.

Publishers will be informed of the district's intent to consider the possible adoption of instructional materials in a given subject area. They will be invited to bring their materials to the attention of the selection committee through the administrator for curriculum.

The selection of a text(s) which will be designated as the required basal text (series) for either elementary or secondary level throughout the district shall be completed by using the following procedure:

- A. An Adoption Committee including teachers, administrators, community members, etc. as determined by the superintendent or designee representing each level of grade within the discipline shall be established.
- B. The Adoption Committee shall review available materials and shall recommend a selection based upon the philosophies of the instructional materials selection process, the discipline, and the district.
- C. The Adoption Committee will recommend to the IMC for recommendation to the LWSD Board of Directors the basal textbook (series) which the adoption committee identified for district use.
- D. The adoption committee will be available to the IMC for additional information if necessary.

VII. PILOT USAGE OF MATERIALS

While it is not the intent of the district to pilot instructional materials prior to all adoptions, pilot usage may be requested by a principal for a pre-determined testing period and must be approved by the IMC.

Following the testing period, the materials will either be recommended for adoption by the IMC or their use will be discontinued in any classroom in the LWSD. Requests for pilot usage must be submitted on Appendix A to the IMC.

VIII. RECOMMENDATIONS FOR ADOPTION SUBMITTED TO SUPERINTENDENT AND BOARD OF DIRECTORS

All the major course adoptions, and other text adoptions, must receive the Board of Directors' approval before use within the district. After the IMC completes its procedure, the recommended materials go to the Board of Directors for action.

A. PUBLIC REVIEW OF INSTRUCTIONAL MATERIALS

It is the intention of the Board of Directors of the LWSD to provide an opportunity for public review of instructional materials prior to action by the board. The following procedure will be used to implement board intention:

At least two weeks prior to action the superintendent shall make available during regular office hours at the Administration Center those materials recommended for adoption by the IMC.

A form, Appendix G, will be available on which comments can be made with regard to materials reviewed. These completed forms will be given to the board for consideration.

B. BOARD ACTION

At the first board meeting following the public review, the board will take action on the report of the IMC.

Materials approved for "major course adoptions" that have been recommended through a district-wide adoption committee shall not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstance as determined by the superintendent.

C. APPROVED TEXT LIST

Those texts which receive approval for use from the board will be listed in the approved textbook list. This list will be housed in the Curriculum Office and maintained by the chair of the IMC. Instructional materials approved by the LWSD Board of Directors shall be listed in the approved textbook list. A copy of the approved textbook list will be available in the main office of each school and also in every school library.

All major course adoptions, and other texts purchased for use in the district must be selected from the approved textbook list, except as provided in RCW. 28A. 58.103, stating that "Within the limitations of board policy, the superintendent or designee may purchase materials to meet unusual needs or rapidly changing circumstances."

IX. PROCEDURE FOR SELECTION AND APPROVAL OF LIBRARY LEARNING RESOURCE MATERIALS.

A. INTRODUCTION

Selection of learning resource materials which are accessible through and reside in the library shall be the province of the school librarian, operating according to professional selection standards and guidelines and keeping with the primary objective which is to enrich, support and extend the educational program of the school. All materials purchased shall be subject to principal approval and the final responsibility shall rest with the building principal. The philosophy of selection is stated in IIAA (page 3 of 3) and shall be reviewed periodically with the librarians and principals.

B. OBJECTIVES OF SELECTION

1. The school library media professionals shall assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry.
2. School library media professionals shall cooperate with other individuals in building collections of resources appropriate to the developmental and maturity level of the students who will be served.
3. Students and educators served by the school library media program will have access to resources and services free of constraints resulting from personal, partisan or doctrinal disapproval.

C. CRITERIA FOR SELECTION OF LEARNING RESOURCE MATERIALS

The librarian shall consider the following basic factors influencing the selection of materials:

1. Knowledge of curriculum needs of the district, school and individual students.
2. Consideration of requests from administrators, teachers, parents and students.
3. Knowledge of reviewing sources appropriate to the grade level(s) in building, as well as those above and below the grade level(s) to supply resources which meet the needs of all students.
4. Accepted selections sources which include, but are not limited to: standard catalogs and book and program reviewing sources (e.g., sources identified in "Selecting Learning Resources for

Washington State Libraries and Learning Resource Centers."
Also librarian reviewing groups such as WASHYARG and Puget
Sound Book Review Council.)

The above does not preclude use of publishers' prepublication plans,
etc. as deemed appropriate by the school librarian.

X. CHALLENGED MATERIALS PROCEDURES

The following procedures are established for all instructional materials placed in question by an individual, group or organization. These procedures must be followed in the order presented below. No materials shall be removed from use within the district until this procedure has been completed unless directed otherwise by the superintendent.

A. PROCESS

1. Complaints must be communicated to the person or persons primarily responsible for the utilization of the materials.
2. The complainant and appropriate staff will meet and try to resolve any misunderstanding.
3. If these efforts fail and the complainant requests the withdrawal of the instructional materials from the school, the Request Form for Reconsideration of Materials, (Appendix B) (6161 (X)) together with a copy of the Challenged Materials Process, shall be furnished to the complainant by the principal with an explanation of the process for registering the complaint.
4. The Request Form for Reconsideration of Materials shall be completed with evidence that steps 1 and 2 have been fulfilled. The complainant shall submit the form to the district superintendent or designee.
5. A review of the questioned materials shall be instituted within 15 school days after receipt of the Request Form for Reconsideration.
6. Upon receipt of a complaint, the superintendent shall cause a Reconsideration Committee to be convened for the purpose of holding an open public hearing on the material in question.

- a. The chair of the Reconsideration Committee shall be the Administrator of Curriculum.
- b. The public hearing will be held within 15 school days of receipt of the complaint. Each side will have 30 minutes to present their case before the committee. After both presentations, each side shall have 5 minutes to summarize. The committee may then ask questions, and/or request additional information from professionally qualified resource persons.
- c. Within 6 school days of the public hearing the committee, after reviewing testimony presented and the material in question, will reconvene to discuss the complaint and to come to a decision.
- d. The chair of the reconsideration committee shall within 35 school days after receipt of the written complaint, submit the final recommendation of the committee to the superintendent.
- e. The superintendent or designee shall, within ten (10) working days of receiving the committee's recommendation, inform the complainant and the teacher or librarian in writing of the committee's decision.
- f. The Reconsideration Committee's decision shall be reviewed by the Board of Directors upon request by any of the concerned parties. Such request for board review must be made within fifteen (15) working days of the receipt of the decision. If a request is not received within the fifteen (15) day period, the challenged process shall be completed.
- g. Regardless of whether the concerned parties accept or reject the decisions submitted to them, the superintendent shall submit a copy of the committee's report to the Board of Directors.
- h. The decision of the Reconsideration Committee may be appealed by the concerned parties to the Board of Directors through the office of the superintendent. The purpose of the Board of Directors' review shall be to determine whether the Reconsideration Committee has followed the proper process.

The superintendent shall convey the findings of the Board of Directors' review to the concerned parties.
- i. If the appropriate processes have been followed by the Reconsideration Committee, the decision of the committee shall stand. If it is deemed that the appropriate process was

not followed by the Reconsideration committee, the Board of Directors shall determine the outcome of the challenge.

- j. The decision regarding challenged materials shall not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstance as determined by the superintendent.
- k. A quorum for the final Reconsideration Committee decision shall consist of all nine members. To remove materials, a simple majority vote (5) is necessary. The chairperson may vote.
- l. If the material is disapproved, the Reconsideration Committee will report the writing to the concerned parties. The report will identify levels of use and specific reasons for disapproval.

B. RECONSIDERATION COMMITTEE

The reconsideration committee shall include the following persons who are representative of the challenged level of instructional materials:

- 4 Parents (of children at the grade level of materials discussed)
- 1 Central office administrator designated by the superintendent
- 1 Elementary/secondary principal
- 2 Elementary/secondary content or grade level teachers
- 1 Chairperson of IMC

If library materials are challenged, a librarian should replace one of the teachers on the Reconsideration Committee. Selection of committee members shall, if possible, be made from the pool of people who have expressed an interest in this policy by attending an informational session as described in Section II. Committee members should not have been members of IMC when the challenged material was originally discussed and adopted.

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